

Secretarial, Computer & Office Skills

Provider: North Star Computing

Length: 80 Hours

Cost: \$2,025

Cost Unit: Cost of the entire program

Website

<http://www.nsctraining.com/coursedesc.html>

Specialized skills training is an intensive training program designed to teach you fundamental computer and office skills. We have included resume writing and self-improvement classes to help improve job placement and self-esteem.

Related Occupations

Executive Secretaries and Executive Administrative Assistants

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

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